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Approved For Release 2000/08/16 : CIA-RDP80-00679A000100010045-7

20 August 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 66-53

SUBJECT: Personnel Office Reorganization & Move to New Location

1. The organizational structure presented in the chart on Page 4 of this memorandum will become effective when the physical movement of the Personnel Office to its new location in Curie Hall is completed, or on Tuesday, 1 September 1953, whichever occurs first.

2. It should be noted that the Research, Planning & Career Development Staff which was established by PDM No. 56-53 and which became effective on 1 August 1953, has been re-named as the Plans, Research and Development Staff although its functions and internal organization remain the same.

3. This memorandum also sets forth the personnel assignments and the functional statements effective under the new organization.



Acting Personnel Director

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*Revised
6 PM 5-130-2
26 Jul 54*

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ASSISTANT DIRECTOR (PERSONNEL)

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PERSONNEL DIRECTOR

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SPECIAL CONTRACTING, ALLOW-
ANCES & PROCESSING STAFF

Special Contracting Section

Allowances Section

Processing Section

PLANS, RESEARCH &
DEVELOPMENT STAFF

Plans Branch

Research Branch

Career Service Secretariat

Administrative Section

PLACEMENT &
UTILIZATION
DIVISION

Placement Br.

Testing and
Evaluation Br.

Interim Assign-
ment Branch

MILITARY
PERSONNEL
DIVISION

Administrative
Services Br.

Personnel
Branch

Manning
Branch

Liaison
Branch

PERSONNEL
PROCUREMENT
DIVISION

Clerical Re-
cruitment Br.

Departmental
Recruitment Br.

Specialized
Recruitment Br.

CLASSIFICATION
AND WAGE
DIVISION

Overt Branch

Covert Branch

Surveys and
Standards Br.

EMPLOYEE
SERVICES
DIVISION

Counseling Br.

Services Br.

Insurance and
Claims Branch

PROCESSING &
RECORDS
DIVISION

Transactions &
Records Branch

Central Pro-
cessing Branch

Correspondence
Branch

PERSONNEL OFFICE ORGANIZATION CHART

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5. The following are functional statements outlining the major duties and responsibilities of the Assistant Director (Personnel), the Personnel Director and the various staffs and divisions of the Personnel Office under the new organizational structure:

**Assistant Director (Personnel)
Personnel Director**

Responsible for the development and administration of an Agency-wide personnel program including:

- a. The formulation and recommendation of policies, regulations, and standards which shall govern the administration of personnel throughout the Agency.
- b. Advising and assisting administrative and operating officials on all matters of personnel administration.
- c. The inspection, review and evaluation of all phases of personnel management activity wherever performed in the Agency, for compliance with policies, regulations, and standards, and for adequacy of personnel programs at all levels of the Agency.
- d. Representing the Agency on civilian and military personnel matters to the U. S. Civil Service Commission, the Selective Service System, the Department of Defense, the Federal Personnel Council, and other Agencies as may be designated.
- e. Conducting research in the field of personnel management as required in support of operational programs.
- f. Providing personnel services for the Agency including;
 - (1) Position classification and wage administration.
 - (2) Procurement and placement of personnel for all components of the Agency.
 - (3) Proficiency and aptitude testing and evaluation of applicants and employees for eligibility and suitability for employment with the Agency.
 - (4) Procurement and assignment of military and other IAC personnel to the Agency, and administrative operations in connection with these details.
 - (5) Preparation of appropriate personal service contracts for all components of the Agency.
 - (6) Administration of a program for holding personnel for eventual assignment to operating components of the Agency.

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- (7) Staff assistance to Agency officials in the Administration of the Agency Career Service Program, including secretariat and other administrative services for the CIA Career Service Board.
- (8) An in-service promotion program to bring about maximum utilization of the skills and abilities of personnel already in the Agency.
- (9) A program of personnel relations activities including counseling and employee services.
- (10) Establishment of special monetary allowances and differentials for overseas personnel as required.
- (11) Operation of a central processing service for personnel performing official travel.
- (12) The recording of all personnel transactions, maintenance of personnel files, and a position control system.
- (13) A program involving the compilation and presentation of comprehensive personnel statistical data for use by all components of the Agency.
- (14) Administration of designated commercial life and medical insurance programs for the benefit of all Agency personnel.

g. Providing necessary personnel services for the National Security Council.

Plans, Research and
Development Staff

Responsible for providing staff support and advice to the Assistant Director (Personnel) and other Agency officials on all phases of personnel management including the CIA Career Service Program; formulates recommendations of personnel policies, regulations and standards; develops and coordinates legislative, budgetary, procedural and reporting requirements; surveys, reviews and reports on all phases of the personnel program; performs secretariat and certain administrative services for the CIA Career Service Board and its Panels and Special Boards and certain administrative services for component Career Service Boards; plans and conducts research on Agency personnel management problems; plans, develops and conducts studies of Personnel Office objectives, organization, staffing, operating procedures and special management projects; maintains statistical records and prepares statistical reports as required; performs miscellaneous operating or administrative tasks as designated by the Personnel Director.

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Special Contracting, Allowances
and Processing Staff

Responsible for recommending policy standards governing Agency contracts for personal services and certain other special contracts required in support of covert operations; for drafting and preparing such contracts in cooperation with the Office of the General Counsel;

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being the central office of record of the Agency for all such contracts allowances and differentials and reviewing such documents periodically, making changes as may be desirable or required by local conditions; and for the complete processing of all personnel actions involving staff agents.

Placement and Utilization Division

Responsible for a comprehensive program of initial personnel selection and in-service assignment; participates in the development of over-all personnel policies, procedures, standards and regulations; assists and advises operating officials concerning personnel utilization and development including assignment, rotation, evaluation and promotion; reviews and approves personnel actions in conformance with Agency policies and regulations; codes applicant files for which there exists no immediate requirement.

Placement Branch

Operates a comprehensive personnel selection and in-service placement program within the Agency.

Testing and Evaluation Branch

Conducts a program of proficiency and aptitude testing and evaluation with the exception of those services which are the specific responsibilities of the Assessment Staff and including the selecting, devising and validating of tests and other techniques to indicate aptitudes, knowledges, skills, abilities, interests and personality traits; assists in the development of specific tests designed to determine whether an individual satisfactorily completes prescribed courses of training.

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Interim Assignment Branch

Operates a program for holding clerical-type personnel pending their final clearance and demonstrated proficiency for subsequent assignment to operating components.

Personnel Procurement Division

Responsible for providing a program of personnel procurement services including planning, coordinating and directing programs for developing, locating and drawing upon sources of personnel to keep the Agency adequately staffed; participates in the development of over-all personnel policies, procedures, standards and regulations; maintains effective relationships with other components of the Personnel Office and operating officials to be continually informed of current and anticipated personnel requirements and of current requisitions for personnel.

Clerical Recruitment Branch

Operates a program for the recruitment of personnel to meet Agency clerical needs.

Departmental Recruitment Branch

Operates a program to interview and screen applicants applying locally for Agency employment.

Specialized Recruitment Branch

Operates a program for the recruitment of personnel to meet Agency specialized, technical or covert needs.

Military Personnel Division

Responsible for providing service in the procurement, assignment, administration and disposition of military personnel detailed to the Agency from the Department of Defense; participates in the development of over-all personnel policies, procedures, standards and regulations; conducts necessary liaison with appropriate components of the Department of Defense; and prepares and maintains the necessary records pertaining to military personnel.

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Classification and Wage Division

Responsible for providing an Agency-wide program of personnel service in position classification and wage administration; participates in the development of over-all personnel policies, procedures, standards and regulations, allocates Agency and National Security Council positions, develops classification standards and qualification requirements, performs wage administration activities governing all departmental and field positions; and provides evaluation services and guidance pertaining to salaries of various Associate Personnel.

Covert Branch

Operates a classification and wage administration program including the allocation of positions in such components of the Agency as are designated by the Assistant Director (Personnel).

Overt Branch

Operates a classification and wage administration program including the allocation of positions in such components of the Agency as are designated by the Assistant Director (Personnel).

Surveys and Standards Branch

Plans and directs position analysis surveys on an organizational or an occupational basis to develop complete and accurate information concerning departmental and field positions including position descriptions, position standards and qualification requirements.

Processing and Records Division

Responsible for processing official personnel actions and maintaining official records of Agency personnel activities including personnel actions, correspondence, applicant and employee files; participates in the development of over-all personnel policies, procedures, standards and regulations; also responsible for the operation of a central processing service for personnel performing official travel.

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Transactions and Records Branch

Processes all official personnel actions, and maintains all official personnel records including applicant files, employee files, the position inventory and an index of personnel qualifications.

Correspondence Branch

Prepares correspondence to applicants, employees, and others requiring replies.

Central Processing Branch

Operates a central processing service for personnel performing official travel.

Employee Services Division

Responsible for providing a comprehensive personnel relations and services program; participates in the development of over-all personnel policies, procedures, standards and regulations; provides personnel counseling, housing, welfare and financial services and operates a comprehensive insurance program for Agency personnel.

Counseling Branch

Conducts a program to orient new employees to the general personnel policies of the Agency and available personnel services; provides personnel counseling to assist Agency personnel in the solution of personal problems which influence their effectiveness at work; conducts pre-exit and exit-interview programs to determine causes of personnel turnover, to salvage desirable personnel, and recommend corrective action where trends or conditions indicate.

Insurance and Claims Branch

Operates a comprehensive program including life, health and accident insurance, retirement, and employee compensation for Agency personnel including; the issuance of insurance policies, collection of premiums, adjustment of claims, and liaison with underwriters, the Civil Service Commission, and the Bureau of Employees Compensation; and performs related information services.

Services Branch

Operates a program of financial & other services including housing assistance, social & welfare services for employees & their families; conducts fund raising campaigns & drives within the Agency.

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